

PRIVACY POLICY

Clanah Recruitment Limited

Effective Date: 6 March 2026

Company Name: Clanah Recruitment Limited

Registered Office: [Insert Registered Business Address]

Email: info@clanahrecruitment.ie

1. Introduction

Clanah Recruitment Limited ("we", "our", "us") is committed to protecting and respecting your privacy.

This Privacy Policy explains how we collect, use, store, and protect your personal data in accordance with the General Data Protection Regulation (GDPR) and applicable Irish data protection laws.

2. Who This Policy Applies To

This policy applies to:

- Job applicants and candidates
 - Clients and prospective clients
 - Website visitors
 - Contractors and temporary workers
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3. What Personal Data We Collect

Candidate Data

We may collect the following information:

- Full name
- Address
- Phone number
- Email address
- PPS number
- Date of birth
- Employment history
- Qualifications and certifications
- Garda vetting information

- Professional registration details
 - Bank details (for payroll purposes)
 - References
 - Proof of right to work documentation
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Client Data

We may collect:

- Contact names
 - Business address
 - Phone numbers and email addresses
 - Billing and payment details
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Website Data

When you visit our website we may collect:

- IP address
 - Browser type and device information
 - Website usage data
 - Cookies and analytics data
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4. How We Use Your Data

Clanah Recruitment Limited uses personal data to:

- Provide recruitment and staffing services
- Match candidates with suitable job opportunities
- Verify qualifications, references, and compliance documents
- Process payroll and payments
- Communicate with candidates and clients
- Meet legal and regulatory obligations

We do not sell personal data to third parties.

5. Legal Basis for Processing

We process personal data under the following lawful bases:

- Your consent

- The performance of a contract
 - Compliance with legal obligations
 - Legitimate business interests related to recruitment services
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6. Data Sharing

We may share personal data with:

- Healthcare providers and employers seeking staff
- Hospitality businesses and other recruitment clients
- Payroll and accounting providers
- Professional regulatory bodies
- Government or regulatory authorities where required by law

All third parties are required to comply with applicable data protection laws.

7. Data Retention

We retain personal data only for as long as necessary:

- Candidate records: up to 2 years after last contact unless legally required otherwise
 - Payroll and tax records: as required by Irish tax legislation
 - Client records: retained for accounting and legal purposes
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8. Data Security

Clanah Recruitment Limited implements appropriate technical and organisational measures to protect personal data, including:

- Secure data storage systems
 - Restricted access to sensitive information
 - Confidentiality agreements with staff and partners
 - Secure communication channels where appropriate
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9. Your Rights Under Data Protection Law

You have the right to:

- Request access to your personal data
- Request correction of inaccurate data

- Request deletion of your data where appropriate
- Restrict or object to processing
- Request transfer of your data to another organisation
- Withdraw consent at any time where consent is the legal basis for processing

To exercise these rights, please contact:

info@clanahrecruitment.ie

10. Cookies

Our website may use cookies to improve user experience, analyse traffic, and monitor website performance.

You can control or disable cookies through your browser settings.

11. Complaints

If you are unhappy with how we process your data, you may contact us directly.

You also have the right to lodge a complaint with the Irish Data Protection Commission.

12. Changes to This Privacy Policy

Clanah Recruitment Limited may update this Privacy Policy from time to time. Any updates will be published on our website.

Contact Us

If you have any questions regarding this Privacy Policy or how your data is handled, please contact:

Email: info@clanahrecruitment.ie